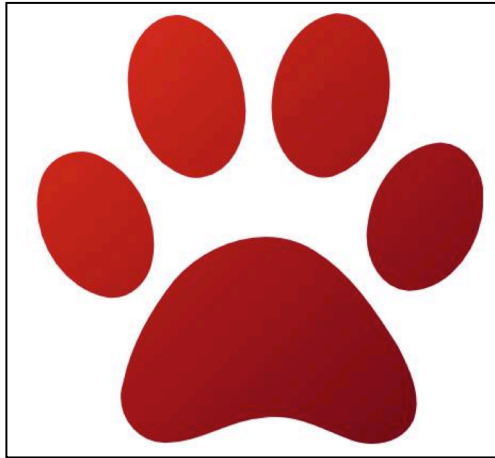


KEENEY STREET ELEMENTARY SCHOOL

Family Handbook 2015-2016



Mission Statement:

Keeney Street School honors the whole child by developing emotional, academic, physical and social well-being. We foster an environment that nurtures curiosity through authentic and engaging learning opportunities. We value and respect individual strengths in our community; making the world a better place.

Written by Keeney Staff November, 2012

Quick Facts

Address: 179 Keeney Street
Phone: (860) 647-3354 (office)
(860) 647-5043 (fax)
Grades: K-5
Mascot: Keeney Cub
School Colors: Red and White
School Pledge: Respect yourself, respect others, respect the world around you.
School Hours: 9:05 AM –3:25 PM. **Students may arrive beginning at 8:55 AM.**
Absentee Phone: (860) 647-3355 (Call in your child's absence – available 24 hours a day)

Early Dismissal Schedule (Grades K-5) 4 hour day

8:55 AM - First Bell

9:05 AM - School begins – late bell

1:17 PM - Dismissal

Note: Lunch is served on early dismissal days. All morning meetings (rehearsals, practices, etc...) are canceled.

Delayed Openings – 90 minute delay

10:25 AM – First Bell

10:35 AM session begins

Keeney Street Elementary School Staff

Office Staff

Principal: Julie Martin-Beaulieu
Building Substitute: Sue Tyska
Resident Principal: Megan Thompson

Secretary: Judy DeLong
Building Paraprofessional: Tricia Malan

Support Staff

Full Time School Psychologist:	Adina Ciobotaru
Part Time Social Worker:	Tom Nicholas
Special Education Teachers:	Jane Bourque, Melon Hellberg
Nurse:	Sandy Zuffelato
Speech and Language:	Heather Wood
Tutors:	Anne Gardiner (ELL), Katherine Cagnotti
Reading Interventionist:	Janice Jones
MELC Program Manager:	Andrea` Baker
STEM Specialists:	Jodi Soloperto and Kara Seaha

Grade Level Teachers

Full Day PreSchool:	Cindy Lepack and Lisa Griffen
Integrated PreSchool:	Courtney Scarpa and Jackie Ferland
Kindergarten:	Catherine Kratz, Wendy Elmore, Heather Woble
First Grade:	Megan Branciforte, Kristin Plonski, Jodi Karlins
Second Grade:	Michelle Patrick, Michele Frallicciardi, Lisa Smith
Third Grade:	Joan Silvia, Rhonda Steiger, Amy Angelo
Fourth Grade:	Stephanie Borcea, Lara Wallmark, Allison LaPointe
Fifth Grade:	Cara Christensen, Chelsea Gordon, Kathryn Olesnevich

Essentialist Teachers

PE:	Greg DeNies
Music:	Elisa Haveles
Art:	Sharon Punty
Library/Media:	Jen Jalbert
Orchestra:	Celeste Velenti

Curriculum Coaches

Numeracy:	Lesley Sherman
Literacy:	Elizabeth Swan

Band: Ken Garrison

Paraprofessionals

Debbie Dahms, Jen Janssen, Dorrine Shewokis, Joyce Carpenter, Trish Malan, Stephanie Schwartz, Tracy King, Shannon Salinger

Cafeteria and Lunchroom Staff

Cooks and Nutrition Support: Mary Buccino, Eva Kavanagh, Christina Brainerd
Supervisors: Jamie Gudaitis, Donna Schmitt, Pat Belisle, Yasmine Akhter

Custodial Staff

Eric Gauruder, Jan Rink, Donald Thompson

August, 2015

Greetings Keeney Families,

It's hard to believe that I am welcoming you back to school already but here we are! I hope you had a wonderful summer and are excited about the upcoming school year. This year is going to be one filled with new learning, new friendships, and new opportunities and experiences for you and your child. You will soon be receiving information from me about our Genius Hour program which formally runs in grades 2 - 5 with an introduction of "What is my Genius" experience in first grade. Parents and families will be invited to an information session about Genius Hour during which time you will learn more about what Genius Hour is and how you can support your genius student at home. We are very excited to strengthen the work we do to support every child's strengths and gifts. In addition to Genius Hour, we offer students the opportunity to study a topic of interest with students from other grade levels who are also interested in that topic through Clusters. This year we will be running Clusters in the winter. More information about that will be forthcoming.

I am also excited to share with you that the district has hired two STEM specialists per elementary school to provide science instruction to our students. Our teachers will also be engaging in high level professional development to strengthen their capacity to support your child's growth as readers, writers and mathematicians. The district is working closely with LitLife, a widely recognized organization that supports schools as they learn how to best deliver strong reading and writing instruction and opportunities for students. We are also adopting a new math resource this year, Envision 2.0.

Throughout the year, you will receive newsletters with classroom news, school information, and PTA highlights included. In addition to that, I send out semi-regular "Keeney Connections" emails to update you throughout the year. Communication with the school is an important component of our success together. And our success together means your child is successful. Please do not hesitate to contact your child's teacher, another support person in the school, or myself with any questions, concerns or celebrations you may have.

I look forward to our continued relationship together as we strengthen our family-school partnership.

Sincerely,

Julie Martin-Beaulieu

Principal

Arrival and Dismissal

Car Loop:

- Please enter the car loop (the lot closest to the ball field) and stay safely behind the car in front of you.
- Cars who are in the front can help keep the flow of traffic appropriate by moving ahead once a car in front of them has left.
- *Please do not pass cars that are in the loop.* We want to treat each car as if it is a school bus that has children exiting or entering the vehicle.

Walkers:

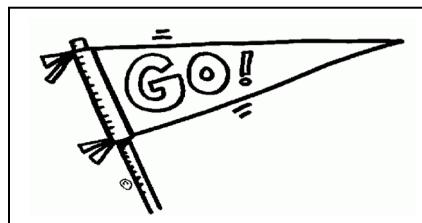
- Children who are walking to school may enter at the main entrance.

Bus Loop:

- Children arriving to school on the bus will enter and exit the school through the doors closest to the primary playground.

Assemblies and School Spirit

Once a month we will hold a Keeney Cub Conference (an all school assembly). On these days, students are invited to wear red and white or any Keeney Spirit Wear they may have.



The PTA also sponsors Spirit Days throughout the year. On Spirit Days, students are allowed to wear something different and fun (or make their hair a little crazy) and a voluntary donation of \$1.00 can be given to PTA on those days. PTA Spirit Days are one way for all of us to support our PTA and help ensure that the many opportunities they provide for our Keeney Cubs can continue.

Dress For School

Please support your child in choosing clothes that are appropriate for school. Clothing ought to be comfortable, and be free of any language or pictures that may be offensive or distracting to the school community. Ultimately it is the right of the administration to determine whether or not an article of clothing is appropriate for school.

Footwear:

In order for your child to participate in PE, s/he must be wearing sneakers. This is due to safety concerns and this policy will be enforced. We also strongly discourage students from wearing flip-flops to school.

Field Trips

As part of the educational program, field trips are taken to various points of interest. These trips are carefully planned by the teacher and closely supplement the curriculum at the grade level. Trips are supervised by teachers and chaperones. Children taking field trips are required to have permission slips signed by their parents or guardians.

When attending school field trips, chaperones are requested to:

1. remember that smoking is prohibited at all school functions and in the presence of students
2. help maintain excellent behavior on the part of Keeney students at all times.

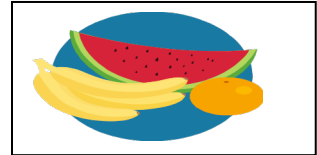
Food Safety and Nutrition

We are a nut safe school which means that all of our classrooms are nut free and our lunchroom has a separate table for students to use who have a nut allergy. Nut allergies are very serious and we take them seriously. Please honor this policy and do not send nut containing foods to school with your child to eat in the classroom.

We follow the district wellness policy which includes the following guidelines:

- Food will not be used as a reward. This includes the Pizza Hut Book It program that some classrooms have implemented in the past.
- Treats shared with the class for parties and celebrations will be healthy. Please do not send in cupcakes, cookies, or donuts for parties. We will distribute a list of healthy treats to share for celebrations.

We appreciate your understanding and support of this policy.



Health

ADMINISTRATION OF MEDICINES - Medication will be given by the school nurse or school personnel only in compliance with Public Act 723. Do not send medication to school with children. Parents/guardians are responsible for bringing medications to and from school.

If your child must take medication at school, bring the doctor's permission slip with an explanation. Label all medications with:

- child's name
- times to be taken
- name of prescription
- reason for taking

COMMUNICABLE DISEASES - The spread of any communicable disease can be kept to a minimum through the combined cooperation of parents, teachers and nurses. The parent and teacher must be alert to the following symptoms:

- rash on face or body
- unusual pallor
- coughing
- sore throat
- fever
- impetigo
- earache
- nausea/vomiting
- ringworm
- red or discharging eyes
- pain
- nits and lice
- headache with fever
- flushed face
- scabies

When school personnel determine that an outbreak of a particular communicable disease is significant, parents will be notified. If a child is kept at home because of illness, parents should notify the office immediately if the illness is diagnosed as communicable.

State statutes mandate that a child cannot be admitted into a school system without proper health/immunization records. It is required that each child be immunized against measles, rubella, mumps, Hib, hepatitis-B (series of 3), poliomyelitis (series of 3) and diphtheria-tetanus-pertussis (series of 4) and screened for T.B. For complete protection, it is recommended that each child receive DTP plus polio boosters after the fourth birthday. If the above immunizations are restricted due to medical reasons, a physician's statement is necessary.

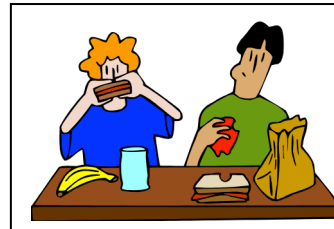
Lunchroom Experience

All grades have a designated 35 minutes of "lunch time" although some grades have part of that time scheduled in their classrooms for a quiet activity.

Parents are welcome to join their child for lunch during the school day. Please remember to sign in at the office before enjoying our Keeney Cub Café!

The times when our grades are in the Cub Café are:

Kindergarten:	11:00 – 11:35
First Grade	12:00 – 12:25
Second Grade	11:35 – 11:55
Third Grade	12:55 – 1:20
Fourth Grade	12:25 – 12:50
Fifth Grade	1:20 – 1:45



Lost and Found

Any articles which are found in the school or on school grounds should be taken to the office. Unclaimed articles will be disposed of at intervals during the school year. Loss or suspected theft of personal or school property should be reported to the main office.

Parent Conferences

Although we have scheduled, formal conferences during the year, meetings or conferences with teachers may be held at any time. Parents and students, as well as teachers, support staff, or administrators may initiate a conference.

A parent or student may arrange a conference with an individual member of the school staff or a group conference with school members. Conferences are typically scheduled during school hours but every effort will be made to accommodate parent schedules.

Parent Teacher Association

PTA is a vital link between the school, community and the parents it serves. Parents are urged to join and take an active part in the PTA.

The Keeney Street School PTA is a local unit of the Connecticut PTA. It is a non-commercial, non-sectarian and non-partisan organization. As a member of the national PTA, it has representation in Washington and with the PTA lobbyists who are trying to secure adequate laws for the care and protection of children. It supports education for our children. Some of the ways it helps are: donating time in the classrooms and library, sponsoring Fine Arts programs for the students, hosting family activities that foster a sense of community in our school and fundraising to enhance the educational experiences of our children. The PTA also works with the teachers to encourage parent-teacher collaboration. Meetings are open to all interested parents. There are many opportunities for being involved.

Pesticide Application

By July 1, 2000, only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in school buildings or school grounds. Areas to receive pesticide application will be posted and a written record of all pesticide applications will be maintained for five years. Parents/guardians and staff who want to receive advance notice of all pesticide use will be listed on a registry and such notice will be provided as required by law. Parents/guardians who want to be notified prior to pesticide applications inside their children's school assignment area may contact the Principal.

Supporting Positive Student Behavior

If we expect students to behave in appropriate, positive, and successful ways, we must ensure the instruction of expected behaviors, reinforcement of expected behaviors, and a school climate and culture where those behaviors can thrive. Below is an outline of how we address those pieces in our work with students.



Instruction:

This year Keeney is implementing a social thinking curriculum throughout the school. Through this curriculum, students are learning about expected and unexpected behaviors and are learning about how their behavior can impact other people. Throughout the year you will receive information about what your child is learning related to this in school and classroom newsletters.

Student Recognition:

We believe that a student should be recognized when s/he consistently demonstrates an expected behavior, learns and applies a new skill (including behavioral skills), and/or shares a strength or talent with his or her community. Our recognition system at Keeney includes the following:

- **Specific compliments:** Keeney adults provide students with specific compliments to reinforce expected behavior. These compliments do not guarantee any sort of material reward or prize. They simply acknowledge positive behavior and identify feelings of pride that the behavior ought to generate. (For example...“Maria. You are working so well with your group right now. You are talking quietly and you are sharing your materials. You should feel proud of yourself that you are helping your group accomplish this task.”)
- **Tokens:** Every student is exceptional in his or her own way. That exceptionality will be recognized by giving students a token for the following reasons:
 - To celebrate a strength or talent a student shares with the community

- To recognize positive behavior (academic or social/emotional) that is demonstrated on a consistent basis
- To reinforce a newly acquired behavior (academic or social/emotional)

Tokens will result in a certificate to be sent home. In addition, that student's picture will be taken and be displayed in our hallway along with a note explaining what behavior resulted in that token.

Playscape / Playground

The educational philosophy at Keeney Street Elementary School is to educate the whole child. Keeping this philosophy in mind, we are concerned about the physical well being of the students who attend our school. The playscape provides the opportunity for our students to develop their physical creativity in an atmosphere that is comfortable and safe. It encourages individuality by allowing students to play within their own physical abilities and talents.

The playground is large enough for many children to be on it at one time. Children are encouraged to play cooperatively with one another. Social interaction through group play is promoted.

The Keeney Street Elementary School playground has been designed for use by all students in the school. It is a place where children are free to explore different movement patterns on individual pieces of equipment and to play creatively.

Safety and Evacuation Drills

The main doors to the building will be locked during school hours. In order to gain entrance into our school, please ring the doorbell and you will be asked to identify yourself and then the door will unlock.

We are requesting that all visitors sign in at the office and receive a visitor's badge. This allows us to account for all adults in the building should we need to evacuate and it also allows school personnel to recognize when someone is in the building who has not been checked in.

Fire drills are held monthly to prepare all students and staff to leave the building as quickly as possible should any possible emergency arise. Teachers will guide their students out of the building according to a plan that has been developed.

Lockdown drills are also conducted regularly to increase our capacity to respond to a safety compromise in or around the building.